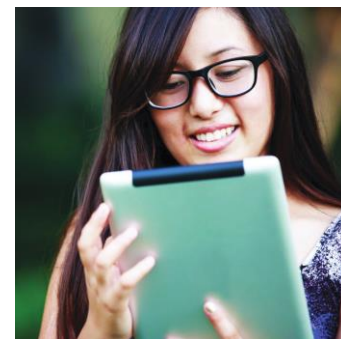# How-to Guide

Help Students Read

with their Own Bookshare Login and

Bookshare Web Reader

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Students can independently read books assigned by teachers using Bookshare Web Reader. Follow these steps to help your members read quickly and easily!

Step 1 - Set up your Student's Login:

1) Log in and go to "My Bookshare."
2) Go to "Members" under "My Bookshare."
3) Select a student with an organizational membership and select their last name to edit.

4) Set a user name and password for your student. User names can be an email, nickname, or student ID and must be unique and a minimum of 6 characters long.

 Tip: Write down the user name and password on a useful form found in the Bookshare "Help Center" under "Training and Resources > Brochures and How-To Guides."

5) Save the student information and repeat these steps for other students.

Step 2 - Assign Books to Students on Shared Reading Lists:

1) To provide your student members with easy access to their reading materials, we encourage you to set up Reading Lists or share Reading Lists that you already created.

2) To create a new Reading List, go to "My Bookshare."

3) Name the Reading List something meaningful, and ensure the drop down box indicates the Reading List is visible to all reading list members.

4) Select the "Members" link from the top of the Reading List.

5) Select the "Add Members" button and place a check mark next to the members to whom you wish to assign books.
6) Select the "Add selected members" button.
7) Assign books to students by searching Bookshare and then selecting "Add to Reading List."
8) Select the newly created Reading List from the drop-down box and select "Add."

Step 3 - Student Reads Independently with Bookshare Web Reader:

1) Log out and let your student log in to Bookshare.
2) Select a book from a Reading List (or recent books from My History).
3) Select "Read Now."
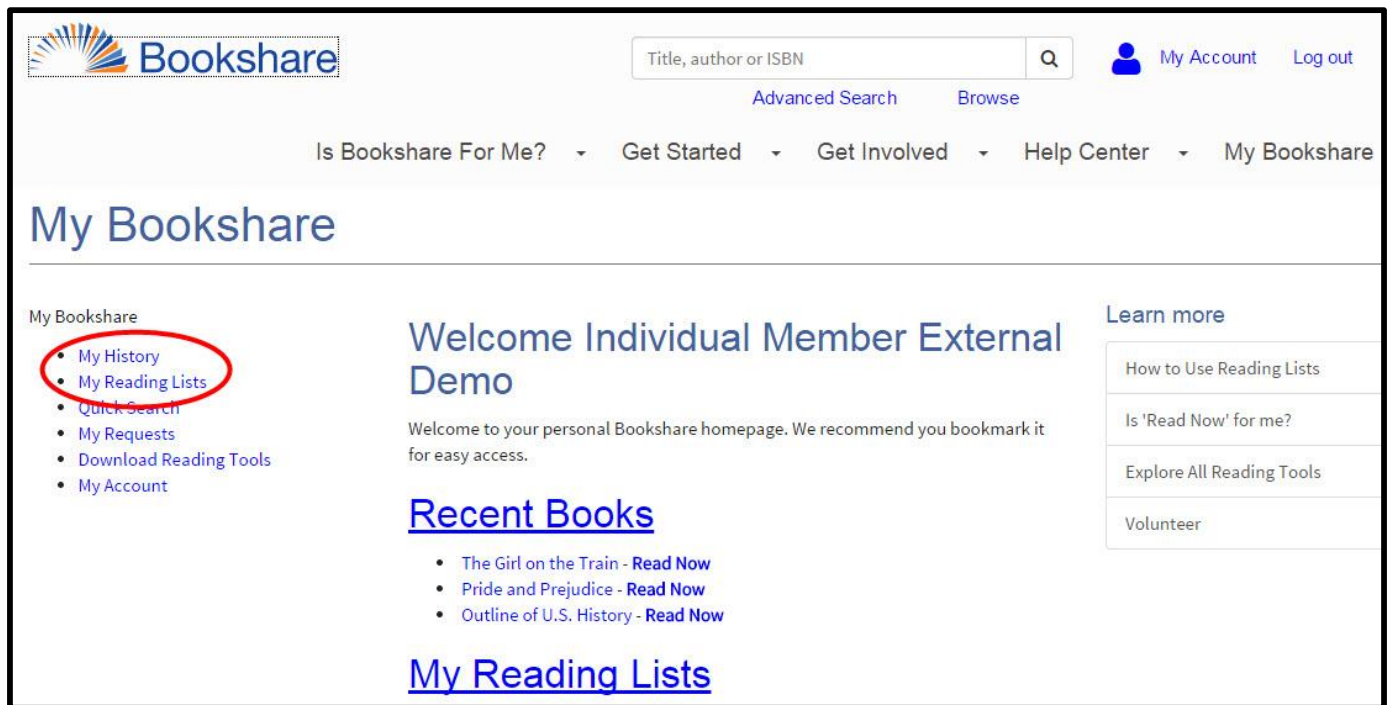
For more information and a demonstration, please refer to these video tutorials at https://www.bookshare.org/cms/help-center/training-and-resources/video-tutorials:

"How to Set Up Student Logins"

"Help Students Read with Bookshare Web Reader"

"How to Use Bookshare's Reading Lists"